



MINNESOTA STATE HIGH SCHOOL LEAGUE

2024 Speech Sub-Section/Section Managers Guide

ACCESSING NEEDED DOCUMENTS AND INFORMATION

There will be numerous references in this Guide to the “Tournament Personnel Dashboard.” If you do not have a Tournament Personnel log-in for the MSHSL page, and need one, contact your region secretary. If you are a subsection manager, you can also consult with your section manager.

The Tournament Personnel Dashboard is not part of the public MSHSL site. You must log-in to access. Note: If you are logged into your Coach Dashboard, you can toggle to your Tournament Personnel Dashboard by clicking the link under your name.

Welcome back, Amy French

Cotter High School - Administrative Region 1A

Administrative Region 1A ([edit resources](#))

Tournament Manager, Varsity Head Coach, Varsity Assistant Coach

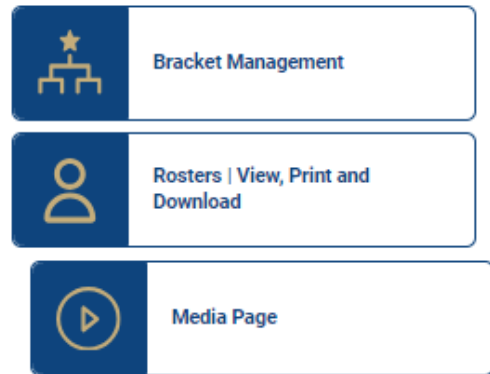
[Coaches Dashboard](#) | [Tournament Personnel Dashboard](#)

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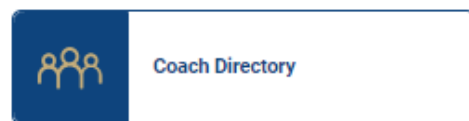
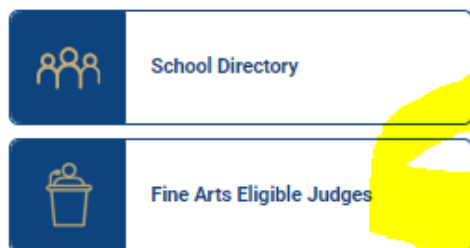
PRELIMINARY WORK

- A. Secure the Minnesota State High School League Speech Rules and Policies from the Speech page on the MSHSL website.** Additional needed Speech documents are posted on Tournament Manager’s Dashboards.
- B. Secure instructions and rules set up by the Region Committee.** Under provisions of the Constitution, Region Committees have the authority to modify certain provisions, if they so desire. If said Committee has not modified the rules, then follow State rules. **Be completely familiar with all requirements.**
- C. Determine date(s) and site(s).**
 1. Usually determined by the Region Secretary but may be delegated to a Section Speech Committee.
 2. Dates should be established early in the fall or, if possible, at the final spring meeting. Consider date of State and Section Contests before setting the Subsection and Section dates. Some sections may also choose to check the date of Easter weekend, and work around that.
- D. Hire judges.**
 1. When hiring Judges:
 - a. Use the Fine Arts Eligible Judge List, posted on your Tournament Manager Dashboard or AD’s Dashboard. Note: This is updated daily.

Section Tournament Management Resources



Directories



There are some judges who may have begun the registration process, but have not yet completed it. In order to be fully eligible, they need to take the test, pay the registration fee, and the MSHSL needs to receive results of the background check.

Judges are required to attend a clinic before they work at sub-sections, sections or State, unless a waiver is arranged. Check the column that states their clinic attendance. If it says "No," verify with the judge (some very experienced judges who did indeed attend a clinic a decade or so ago continue to check "No").

It is strongly recommended that judges have three years of experience. Registration is open to others however, due to the shortage of judges. Consider years of experience when hiring and assigning judges to rounds.

- b. Consult speech coaches as to Judges they prefer.
- c. Letter of invitation should include: (1) date, time and place of the contest; (2) approximate length of contest day; (3) divisions expected to judge; (4) salary and other expenses allowed for the assignment (this will come from your section representative or region secretary); (5) "Letter of Instruction to Speech Judges." (6) map/directions to the school/site. It is suggested to employ your judges early in the school year.
 - o Provide Storytelling Judges with titles of stories and encourage them to read the stories in advance of the contest.
 - o Provide Extemporaneous Reading Judges with titles of prose and poetry books and a listing of selected titles. Encourage Judges to read the stories and poems in advance of the contest.

E. Hire/arrange for additional staff:

- Tab room staff
- Registration table personnel
- Ballot drop table personnel, if applicable
- Draw room/Prep room staff
- Individuals to monitor judge lounge
- Rules committee (likely predetermined by the section)
- Room managers, if applicable
- Timers - needed for all events (except Discussion)
- Readers - It is strongly suggested that at both Sub-Section and Section contests, readers be hired for the Extemporaneous Reading event. The Contest Manager should have copies of the respective books available for the readers. (Update from Selection Committee: 9/28/23 There are two books by this name on the market; they are indistinguishable from each other. The one difference is that the books do not have the same stories on the same pages. The only way coaches/competitors will know the difference is to check the page numbers. When speakers draw in Speechwire the identical cut will be available from each book; they will need to check page numbers. Coaches ought to work with competitors to determine which of the books their reader is using.)
- Individuals to assist with directions throughout the site, if needed (can be students)

F. Check MSHSL website for [Section Assignments](#) (be sure to select the correct year from the dropdown). We inform Region Secretaries of late registrations and ask they pass them along to you, but still advise checking again as you prepare for the tournament.

G. Notify all schools within your Sub-section/Section as to:

1. Place of contest
2. Date and time of contest
3. Time of drawings for certain events
4. Deadline to submit Community Standard form
5. Name and position of each Judge
6. Plan for determination of order of presentation
7. Registration procedure
8. Special events, i.e., lunches, etc.
9. Special rules adopted by the Region in charge

H. Secure from all schools participating: (This is essential. Failure to comply results in disqualification.)

1. Check that each school submitted the Community Standard Form – see additional explanation on last pages for this process
2. Names of contestants for each division.
3. Titles and authors of selections.
4. Copies of scripts for Original Orations.
5. Copies of scripts for Creative Expression.
6. Copies of scripts for Great Speeches, including title(s) of speech(es), author, date and site of presentation.
7. Copies of scripts for Informative Speeches.
8. Copies of scripts for all Interpretive Events: Humorous, Poetry, Prose, Drama and Duo Interpretation.
9. Students who do not submit updated scripts are to be disqualified.
10. If your section charges entry fees, collect fees.

I. Confer with Region Secretary regarding section information on MSHSL website:

1. Date(s) of subsection and section events – **needs to be listed so your cuttings/tasks/topics are sent to you at the appropriate time**
2. Host site(s) of subsection events
3. Name and email address of section manager
4. Optional: Name and email addresses of subsection managers. If this is not done, the section manager must be diligent about forwarding/sharing all information to subsection managers.

J. Prepare the following materials:

1. Program for the contest. (Information shall not be given to identify the contestant with the school she/he represents.) All draws and speaking times in Extemporaneous Reading, Extemporaneous Speaking, and Storytelling are to be scheduled at 8 minute intervals.
2. Instructions for Judge (or Judges) for each event.
3. Ballot form posted on League website, if not using Speechwire. Each Judge will need one for each event.
4. Critique sheet posted on League website, if not using Speechwire. Each Judge will need a critique sheet for each contestant.
5. Section Final Round qualifiers form posted on the League's website. Copy enough for each final round qualifier. Some sections opt to create their own form for this, which is fine, as long as you have a method to collect all of the needed information to submit for State qualifiers.

K. The following items will all be emailed to the subsection or section manager approximately one week prior to your contest (depending on who is listed as the contact on the MSHSL site). Section managers need to forward to subsection managers, or whomever is overseeing this duty if they are not included on the email received.

Prepare the following

- Cuttings of Prose and Poetry – envelopes or enter onto a website
 - ✓ If not using electronic means, prepare an envelope of prose cuttings and an envelope of poetry cuttings. Students will have the opportunity to select from either prose or poetry for each round. The student must indicate in advance of the drawing from which genre or combination of genres she/he will draw. In no case will the student draw more than a total of three cuttings for a single round.
 1. Prepare for the number of rooms you will be using.
 2. Prepare for the number of rounds your tournament will have. (Example: 3 rounds + final = 4 rounds)
 3. Multiply the number of rooms x the number of rounds. This will give you the number of envelopes you will need to prepare in poetry and prose to run your tournament.
- Discussion tasks – envelopes or enter onto a website
 - ✓ If not using electronic means, prepare one envelope of tasks to be used by all participants. Use the following procedure for the drawing of tasks.
 1. Draw a task for round one, to be used by all rooms of discussants.
 2. Copy task for each participant and judge.
 3. Give copies of tasks to room judge or room manager to distribute to contestants.
 4. Use the same process for rounds 2, 3 and the final round.
- Extemporaneous Speaking Questions

- ✓ If not using electronic means, prepare one US and one International envelope for each room. If you have 3 rooms x 3 rounds you should prepare 9 US and 9 International envelopes. Final: one US and one International envelope.

- Storytelling

- ✓ If not using electronic means, prepare envelopes containing the title and page numbers for storytelling. (Example: Number of rooms x numbers of rounds = number of envelopes needed)

L. Miscellaneous Planning:

1. Make certain students are in proper event. **If in doubt**, check with MSHSL Speech Rules Clinician, Cliff Janke CJankeJr@yahoo.com.
2. Rooms for each contest event (large room needed for Creative Expression, Humorous Interpretation and Duo Interpretation, especially for the final round)
3. Purchase/borrow Extemporaneous Reading book(s).
4. Plan/set up on-site registration process.
5. Room for Judges: Have beverages available for Judges when they arrive and allow time for a "coffee break" in the schedule. If you are having an afternoon or early evening contest, arrange for a light meal for the Judge.
6. Make certain building is ADA accessible – elevators should be available during the time of the tournament. Handicapped accessible lavatories should also be noted.
7. Be sure a Rules Committee has been named and that, should they need to meet to rule on protests, you have copies of the Protest Form, the Rules and Policies, and the Rule Interpretations – FAQ (all available on the MSHSL website on the Speech Activity Page.)
8. Keep the school administrators informed on all of the details of the contest operation. This is particularly necessary for the administrators of the host school.
9. At the State Tournament, a meditation/prayer/quiet room is provided. Sites are encouraged to do so in order to meet the needs of participants, if space allows.

THE DAY OF THE CONTEST

- A. Check in all individuals assigned for duties: i.e., Room Managers, Timekeepers, Hosts, Registration Clerks, and Judges.
- B. Distribute from registration desk any pertinent material prepared for contest.
- C. Distribute instructions and ballots to Judges. Host a judge meeting at least 30 minutes prior to the first round. (See sample agenda below.)
- D. Explain timekeeping procedures to timekeepers. Check the Rules and Policies Manual for timing procedures.
 - CLARIFICATION provided in 2022: To help create consistency for students, those timing a speech at the sub-section, section, and/or state level should not consider a student's speaking time to be expired until they have completely stood up and remain standing. If those timing stand up at the conclusion of the time period, student(s) will know the time limit has expired and will be able to finish the sentence they are on.
- D. Have each event Room Manager or Judge deliver Judge's ballot to the Tab Room, if applicable.
- E. Check each ballot to see that the time is complete, properly signed, and the individual (or individuals) who is (are) to advance is (are) indicated.
- F. Tabulate results, with assistance. Be very accurate; please make every effort to calculate results correctly. Double check!
- H. Instruct Judges or Timekeepers to make certain that all contestants are present in the room before the round begins.

- I. **Collect completed Final Round Qualifiers form from Room Managers of final rounds. Each student in a final round must fill this out prior to the start of the round. Sections may opt to do this on paper or electronically, as long as the information is collected to provide to MSHSL for State qualifiers.**
- J. Tournament Manager is responsible for verifying the Final Round Qualifiers form.
- K. MSHSL Speech Rules and Policies may not be modified at Sub-section and/or Section events. For example, a section cannot decide to not time the events, or only enforce certain rules.

IMMEDIATELY FOLLOWING THE CONTEST

1. Each section determines how sub-sections should share results/advancers with the section.
2. **For SECTION FINALS only: Enter your results to <http://www.statespeech.com/results>. It is important that these are accurate, including spelling. We assign participants into rounds and pull information for the souvenir State Tournament Program directly from what you submit.**

JUDGES MEETING

Items suggested for discussion by the Manager with the Judges in a briefing session prior to the contest:

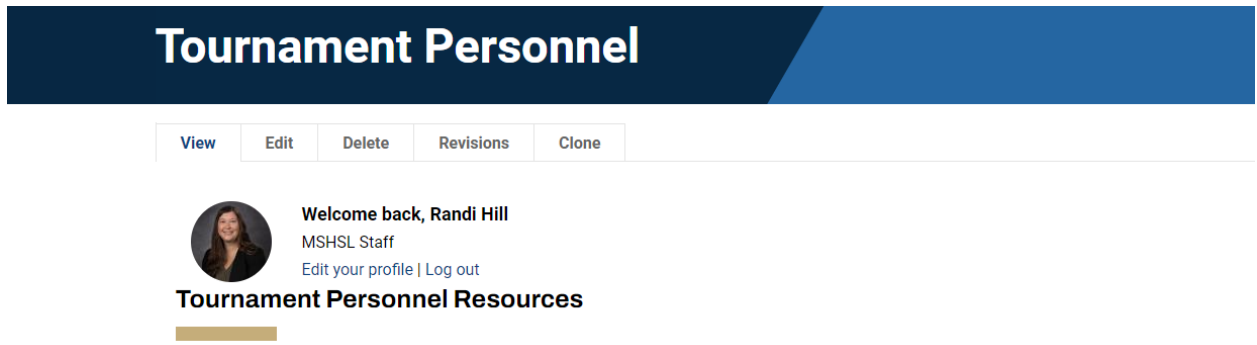
1. Inform Judges of any rule/event changes.
2. Inform judges that some students may opt to wear masks. Personal opinions regarding this choice must be set aside and not be included in feedback.
3. Ask Judges to try to find something worthy of favorable comment for each student.
4. Ask Judges to be especially careful that personal preference to the content does not affect their judgment of the performance. ("I don't like this selection.")
5. Ballots should reflect the reasoning behind rankings.
6. Judges should remain until cleared by contest manager.
7. Quote Instructions to the Judges from the Fine Arts Rules and Policies Manual. "The sole function of the Judge, or Judges, is to determine the relative effectiveness of the speakers or presentations and not to enforce penalties for violations of the rules or the validity of the selections presented." ****However, Judges must report rule violations to the Contest Manager.****
8. In the event there is more than one Judge for an event, they should not confer, but submit independent ballots.
9. Remind Judges that the use of a script is optional.
10. Judges are expected to remain highly professional at all times. They are a representative of your Section and of MSHSL fine arts judges.

Viewing Community Standard Form Submissions

In order to view, you need to have an MSHSL log-in account as a Tournament Personnel or Activities Director. If you do not have a Tournament Personnel log-in, and need one, contact your region secretary. (If you are a subsection manager, you can also consult with your section manager.)

The submitted Community Standard Forms can be viewed on your Tournament Personnel or Activities Director dashboard. The list will update daily.

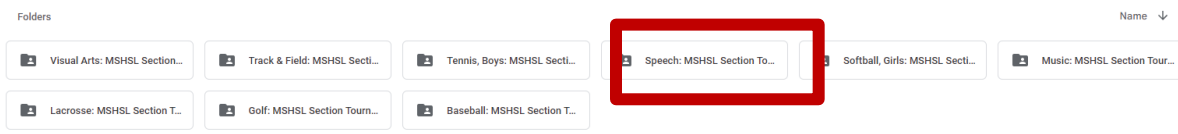
Note: This is NOT posted on the public site. Log into your MSHSL Tournament Personnel or Activities Director dashboard. (Note: If you are logged into your Coach Dashboard, you will need to scroll all the way to the bottom in order to toggle between your dashboards.)



Go to Section Tournament Management Resources and choose Spring Tournament Management Documents



Then, select the Speech folder.



The list of schools that have submitted the Speech Community Standard Form can be found here. The default order is by school name, but you can sort by section if you prefer.

Coaches can find the Community Standard Form on their Coaches Dashboard, in “Sports and Activities,” “Speech,” under “Section Tournament Resources.”